



Belmont Permit Center PERMIT APPLICATION

Application No.: _____

Case Type:

Zoning of Property: _____

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Façade Improvement Rebate | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning / Zoning Ordinance |
| <input type="checkbox"/> Floor Area Exception | <input type="checkbox"/> Grading Permit Approval | <input type="checkbox"/> Geologic Review |
| <input type="checkbox"/> City Code Exception | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment |
| <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Detailed Development Plan | <input type="checkbox"/> Subdivision Ordinance Exception |

Zoning Case Numbers: _____
(Staff Use Only)

Project Description: _____

Property Description:

Street Address: _____, Belmont, CA 94002 Assessors Parcel Number: _____

Property Area (sq. ft.): _____ Nearest Cross Street: _____

Applicant Information:

Owner Name:	Telephone Number: ()	Fax Number: ()
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Mailing Address, if different from Site Address:	E-mail Address:
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Applicant Name, if different from Property Owner:	Telephone Number: ()	Fax Number: ()
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Applicant Mailing Address:	E-mail Address:
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Submittal Authorization:

Signature of Owner:	Date:
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Signature of Applicant, if different from Owner:	Date:
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For Office Use Only: Fee Amount: _____ Check No.: _____



Belmont Permit Center
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Street Address: _____

Application No.: _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill:

_____ Cubic Yards

OR Check ☐ if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:

_____ Feet

OR Check ☐ if less than 2 Feet

Surface Area to be Graded or Cleared:

_____ Square Feet

OR Check ☐ if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls:

☐ Yes

☐ No

Maximum Height of New, Rebuilt or Extended Retaining Walls:

_____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

☐ Steep Terrain

☐ New Driveway / Curbcut

☐ New Signs

☐ Large Trees on Site

☐ New Water Service

☐ Redevelopment Area

☐ Historic Building on Site

☐ Construction Dumpster Required



Belmont Permit Center APPLICATION CHECKLIST

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Address: _____

Date: _____

Project: _____

*Please review your project with the Planning Department
to determine if any additional items listed below are required.*

	<u>Required</u> <small>(by City)</small>	<u>Submitted</u> <small>(by applicant)</small>	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property Owner Affidavit
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-sections (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey map*
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Plan *
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan*
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan*
	<input type="checkbox"/>	<input type="checkbox"/>	Building sprinkler plan (four copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile

Address: _____

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Technical Information</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report*
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report*
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report*
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report

* Topographic Survey Maps, Tree Plans, Grading Plans, Drainage Plans, Geotechnical Reports, Engineering Geology Reports, and Arborist reports will be required if the project equals / exceeds any of the following thresholds:

Grading:

- 500 or more cubic yards combined cut/fill, or,
- 6,000 or more square feet distributed area or,
- Any grading which will require removal or endanger a protected tree

Tree Removal / Excessive pruning associated with any Planning Commission entitlement for single family or duplex residential development.

- Sections 13A.2 C & D (Design Review) of the Belmont Zoning Ordinance

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Miscellaneous</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color & material samples (eight sets)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs (eight sets)
<u>Noticing Information</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noticing map
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice list
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice envelopes (post-paid)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee*
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

* The Geologic Review Fee will be required if the project equals / exceeds the thresholds set under Section 13A.2 C & D (Design Review) of the Belmont Zoning Ordinance (see above).

Staff Assistant:

Telephone:

Date:

Applicant's Statement: As the applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name:

Date:

Applicant's Signature:

DESIGN REVIEW - SINGLE FAMILY AND DUPLEX RESIDENCE



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

In order to approve a request for Single Family And Duplex Residential Design Review the Planning Commission must determine that the project meets the eight findings of section 13A.5 (A-H) of the Belmont Zoning Ordinance listed below. Please indicate how the project meets these findings:

- A. *The buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*

- B. *The overall site and building plans achieve an acceptable balance among the following factors:*

- (1) building bulk*
- (2) grading, including*
 - a. disturbed surface area and*
 - b. total cubic yards, cut and fill*
- (3) hardscape, and*
- (4) tree removal*

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DESIGN REVIEW - SINGLE FAMILY AND DUPLEX RESIDENCE
SUPPLEMENTAL APPLICATION

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- C. *All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structures.*

- D. *All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.*

- E. *All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.*

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DESIGN REVIEW - SINGLE FAMILY AND DUPLEX RESIDENCE
SUPPLEMENTAL APPLICATION

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F. *The landscape plan incorporates:*

- (1) Native plants appropriate to the site's environmental setting and microclimate, and*
- (2) Appropriate landscape screening of accessory and support structures, and*
- (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code.*

G. *Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.*

H. *Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code.*
